



**Utah State Capitol Preservation Board
Food Service Quality Control Policy -
Minimum Standards for Private Caterer's**

All steps in this form must be completed.

1. Food Service Quality Control Policy

A Food Service Quality Control Policy must be submitted. It shall describe prevention of food borne illnesses and good sanitation practices.

Please describe and demonstrate how your Food Service Quality Control Policy is in compliance with the Utah Department of Health's standards regulating food service and catering.

2. Quality Control – Staff

A current food handler's permit must be submitted for all private caterers' employees.

3. Quality Control – Tools

The following quality control standards, which comply with FDA regulations, must be submitted.

1. Standard Operating Procedures
2. Standard Sanitation Procedures
3. Hazard Analysis and Critical Control Point shall demonstrate caterers' compliance (<http://www.foodsafety.gov/~lrd/haccp.html>) as identified by FDA regulations, using the points listed below.
 - i. Assessment of hazards
 - ii. Identification of critical control points including, but not limited to:
 1. Receiving
 2. Cold Storage
 3. Cold Production
 4. Cooking
 5. Reheating
 6. Cold Holding
 7. Hot Holding
 8. Cooling
 - iii. Establishment of standards and procedures
 - iv. Monitoring
 - v. Taking corrective action
 - vi. Verifying data/demonstrating system effectiveness
 - vii. Record keeping

4. Quality Control Records
 - i. Cleaning schedules of facilities and equipment
 - ii. Hazard analysis documents
 - iii. Health inspection reports
 - iv. Pest control service reports
 - v. Equipment preventative maintenance reports
 - vi. Staff/Management inspection records
 - vii. Training records
 - viii. Corrective action plans

4. Food Safety Management Training

The ServSafe Certification Program must be demonstrated as specified by Salt Lake County.
(http://www.servsafe.com/RegRequirements/rr_state_juris_summ.aspx?st=Utah&id=181)

Code Requirements

“Each establishment that prepares and/or serves potentially hazardous foods must have a certified manager on staff. Food Handler Permits: Every person, before entering into or engaging in the manufacturing, preparation or handling of food or drink, shall obtain a food handler permit. A Child Care & Preschool Food Handler Permit is required for every person before entering or engaging in the preparation or handling of food or drink in a child care facility or preschool. The two food handler permits are NOT interchangeable.”

Minimum Hours of Instruction

“8 hour minimum for Certified Food Managers; 1.5 hour minimum plus test for Food Handlers.”

5. Company/Corporation (Caterer) Quality Verification Information

A Company/Corporation (Caterer) Quality Verification Information form must be submitted for each supplier.

6. Food Recall/Withdrawal

Procedures for handling food recall/withdrawal by the USDA, FDA and other food product-safety organizations must be described as they relate to:

- Supplier and product
- Severity of product recall/withdrawal (Class I, II, III as assigned by USDA or FDA based upon public health significance.)
- Health threat
- Description of product defect
- Code dates/lot numbers involved
- Quantities of product recalled/withdrawn
- Scope of distribution
- Market
- Disposition of product
- Supplier and regulatory agency contact information

Please describe your action plan involving company policy regarding food recall/withdrawal.